



CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM	RELEASE DATE:	Friday, June 22, 2007
POSITION TITLE:	Director, Facilities Management, Planning and Services	FINAL FILING DATE:	Monday, July 9, 2007
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 5,970.00 - \$10,174.00 / Month	BULLETIN ID:	06222007_3

POSITION DESCRIPTION

Under the general direction of the Chief Financial Officer, the Director, Facilities Management, Planning and Services (FMPS) plans, organizes and directs all CalSTRS activities associated with facilities management, planning, development and the providing of facilities and business support related services. Facilities administration directly affects the CalSTRS ability to conduct all of its business including the initiation and maintenance of member accounts and benefits and the investment management operations of the Teachers' Retirement Fund. Additionally, the Director provides facility related advice and expertise to the Teachers' Retirement Board, Chief Executive Officer and the Executive Staff on all facilities and business support related matters impacting CalSTRS. Paramount to the Director's duties is the development of the first phase of a new, hi-tech, headquarters campus for CalSTRS. Subsequent to this development, will be the operation of a 14 story office tower and 5 level parking facility as well as the development of the second phase, a ten story tower and additional parking.

The Director will provide facilities policy for CalSTRS facilities administration and operation. This includes ensuring that facilities administration meets CalSTRS needs for timeliness and accuracy. The Director establishes short term, intermediate and long range facilities related goals and objectives based on the overall enterprise perspective; develops staffing plans and resultant budgetary requests to effectively implement these plans; conducts the operations of the FMPS in a cost effective manner, makes effective use of human resources and carries out CalSTRS goals in the areas of core values and staff development.

The Director serves as the business lead for the new CalSTRS headquarters and sits as a member of select committee charged with the development of that facility. Responsibilities include liaison and assisting the project manager in the oversight of the project developer, architect and general contractor as well as working with these entities to help define the facility and approve its development; planning and execution for transitioning to this facility; plans, organizes and/or directs current internal CalSTRS efforts necessary to plan, design, and construct facilities projects. This

includes direct oversight of space planning, voice, security and data requirements, adjacency requirements and determining other amenities.

The Director serves as the primary planner in conjunction with CalSTRS investment staff in determining design, third party leasing and management options for facility development; develops or oversees the development of facilities project staffing plans, directs the preparation of bid documents and Requests-for Proposals, chairs the committee for selection of architects, consultants, construction managers, developers, contractors, and other project related vendors; negotiates and executes projects' letters of intent, recommends for Board approval, lease agreements and related documents; prepares budgets and schedules, reviews and recommends approval of projects' design and provides oversight of construction contractors; ensures that projects stay within scope, budget and schedule; oversees the "change order" process; and manages the facilities quality assurance and quality control process.

The Director is responsible for the Central Services operation including procurement approval, service contract negotiation, fleet maintenance and operation, reprographics, building security, printing, general procurement, business services, digital imaging scanning operations, central records operation, and oversight of the member records conversion project. The Director is responsible for the final approval of facilities related purchases and contracts up to \$50,000 and recommendation for approval of all other purchases and contracts. The Director also seeks ways to implement process improvements in meeting customer support service needs.

The Director is responsible for the development of related policy and oversight of the maintenance and operation of the CalSTRS Business Continuity, Emergency Operations, Business Resumption and Disaster Recovery Plans. This includes direction of negotiations for Memorandums of Understanding with other State departments for governmental business resumption sites; serves as a key member of the Emergency Operations Committee consisting of executive and key senior management staff which is charged with directing CalSTRS operations during a business disrupting events; oversees and approves concepts related to the development of a CalSTRS owned Business Resumption Center and operation of that facility; participates in departmental strategic planning and provides advice to the strategic planning team on facilities matters.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing

functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1.) Experience in and knowledge of space planning, design, security and relocation; 2.) Experience in and knowledge of facilities development and construction; 3.) Experience in and knowledge of business services and procurement; 4.) Experience in and knowledge of general public administration and management; 5.) Experience in and knowledge of business continuity, disaster recovery and emergency response;

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Facilities Management, Planning and Services**, with the **CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, résumé, and Supplemental Application evaluation conducted by a screening committee. Applicants who do not complete the Supplemental Application (details below) and submit it with their application will be eliminated from the examination process. A minimum rating of 70% must be attained to obtain list eligibility. The results of this examination will be used only to fill the position of Director, Facilities Management, Planning and Services, with CalSTRS. Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. Interviews are anticipated to be held during the month of July 2007. All applicants will receive written notification of their examination results.

FILING INSTRUCTIONS

A Supplemental Application that responds to the following: 1.) Please describe your experience developing policy for facilities administration and operations, including space planning, leasing, tenant improvements, relocations, selection and monitoring of contractors, and security. 2.) Please provide your experience as a project manager or business lead over a large facilities construction project. Indicate your role, dollar value and duration of the project. 3.) Please describe your experience with business services functions such as mail, reprographics, general procurement, central record keeping and or imaging, and telecommunications. 4.) Please describe your experience with Business Continuity, Emergency Response, Business Resumption and Disaster Recovery Plans. 5.) Please describe your approach to integrating the following values in business areas you have managed: Customer Service, Accountability, Trust, Respect, Quality and Integrity.

Within each response, you must include the civil service classification (public sector) or position title (private sector) held, the number of years performing the duties/tasks described, the organization at which it was performed, and the size of staff managed.

When writing your Supplemental Application, please follow these guidelines: a.) Your Supplemental Application must be typewritten or generated by a word processor on 8-1/2" x 11" paper. b.) Limit your responses to no more than a total of two typewritten pages with a font no smaller than 10 pitch. c.) Identify each page with your full name. d.) Make sure your Supplemental Application is complete, specific, clear, and concise. e.) Answer each numbered item separately and indicate the corresponding item number for each response. You may include multiple responses on a single page. f.) Within each response, you must include the civil service classification (public sector) or position title (private sector) held, the number of years performing the duties/tasks described, the organization at which it was performed, and the size of staff managed.

Supplemental Applications submitted without this information may be disqualified from the examination.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A Supplemental Application

Applications must be submitted by the final filing date to:

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM, Human Resources Division
7667 Folsom Blvd., MS-31, Sacramento, CA 95826
Mare Ackerman | (916) 229-0938 | MAckerman@calstrs.com

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>